@C#12

August 17, 1926.
Circular Letter #9.

Subject: ENROLLMENT OF HIGH SCHOOLS STUDENTS AND CHANGES IN THE COURSE OF STUDY FOR HIGH SCHOOLS.

Supervisors of Schools and
High School Principals:

Attention is called to the General Rules and Regulations for the High Schools of Porto Rico.

Supervisors and principals have not followed these instructions carefully. Principals will be held strictly to the regulations referred to above.

Special attention is called to the following paragraphs:

8.--"But students are not permitted to elect courses more than one year removed from the year in which they are enrolled."

9.--"Students of the second, third and fourth years may carry more than four academic subjects ONLY WHEN THEY HAVE SHOWN EXCEPTIONAL ABILITY in the work of the preceding years".

Principals should reduce the number of subjects whenever health or scholarship is endangered.

Students should be shown that it is better to receive E's or G's in four academic subjects than P's or M's in five academic subjects. The amrks used for grading students are "E" , "G", "M", "P", and "F". Plus and minus signs should not be used in connection with the above letters. No attempt should be made to translate the above letters into numerical terms. The regulations of Circular Letter No. 63 of 1921-22 and Circular Letter No. 10- 1922-23, are hereby cancelled. Your attention is called to the regulation about semester failures.

Under no condition should a student be allowed to take two years of English in one year. It is clearly impossible for a student to take English II,III or IV if he has not satisfactority completed English I,II or III. The above also holds for Spanish, mathematics, as well as for the commercial course. If a student fails in English or Spanish he should not be allowed to advance in Shorthand or Bookkeeping the next semester.

If a student fails the first semester in any one subject, he may be allowed to continue that subject, provided he is not taking more than four academic subjects. If he fails in

more than one subject he should be required to drop all but one of the subjects in which he is failing. If he fails in three or more subjects he should be dropped from school. Students should be advised about this matter at once so that it will not come as a surprise to them at the end of the semester. More emphasis should be placed upon quality than upon quantity. In a doubtful case, a student should be conditioned, If at the end of six weeks he has done satisfactory work a grade of "P" should be recorded. The above exceptions should be VERY limited.

PROGRAM

All classrooms should be numbered and a room program posted near the door showing the name and year of the class reciting, as well as the name of the teacher.

The principal's program should show the location of each class reciting. Three copies of the principal's program should be sent to the Department, before September 10, 1926.

ENROLLMENT

The classes shall consist of approximately twenty-five pupils and in NO CASE MAY THEY EXCEED THIRTY.

SCHOOL SOCIETIES.

All school societies as well as all class organizations shall be under the control of the principal. He may appoint class advisors and society advisors who shall be directly responsible to the principal for all actions of the class or society.

No money may be raised or benefit given without the consent of the principal. The class or society advisor shall sign all checks for money spent by the class or society, i. e., both the treasurer and the advisor shall sign all checks. The manner in which the class or society money is spent should be watched carefully. The buying of class rings and pins with money raised by raffles, etc. should be discouraged.

All high schools should begin at 8 o'clock. All periods should be 50 minutes long.

Very truly yours,

(Sigend) JUAN B. HUYKE

COMMISSIONER OF EDUCATION

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